

PIMA COUNTY - LEA
PIMA VOCATIONAL HIGH SCHOOL
Re-Opening Mitigation Plan – Step Two Protocols
SY2021
August 12, 2020

This plan is subject to change depending on state and local COVID 19 updated guidelines

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**Pima County
SY21
Pima Vocational High School
Step Two Protocols**

The following protocols will be implemented by LEA – Pima County for Pima Vocational High School based on most recent CDC, Arizona Department of Education, and Governor’s Executive Order.

STAFFING ASSIGNMENTS

As a one-school district, School administration will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19-related information. The administration will ensure that each site has posters with messaging on hand-washing and covering of coughs and sneezes located throughout, along with posters at site entrances reminding individuals not to enter if sick.

At each of the two school sites, a site administrator or designee will coordinate social distancing protocols, including ensuring that student and staff schedules, as well as facility set-up, allow for implementation of the protocols.

At each school site, Pima County Facilities Management will coordinate implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.

At each school site, an administrator or other designee will coordinate and implement the protocols set forth in the **Step Two Protocols: Employees** section of this document for screening. That individual will be responsible for:

- communicating any reported case of COVID-19 among the school population to School Director – Michele Ray and/or Program Coordinator – Leslie Laird and
- informing Michele Ray and/or Leslie Laird if absences of students and staff on any given day are above 5%, or if there appears to be a cluster of respiratory-related illnesses.

The special education and 504 consultant will coordinate with site-based case managers to ensure that the needs of special education students and students with special needs are being met in the context of implementation of these safety protocols.

TRAINING AND COMMUNICATION

Training

Prior to students returning to campus, all staff will be trained on implementation of these protocols. Training will include proper use of PPE and supplies, cleaning and disinfecting, temperature-taking, and other measures.

Communication

Prior to students returning to campus, parents will be sent a copy (and directed to review a copy on the school website) of the portions of these protocols that relate to students and visitors. As part of this process, the district will send communication to all parents that outlines the symptoms for which parents must screen each morning, as well as the expectation that students will not be sent to school if they are exhibiting any symptoms. The district will require a signed acknowledgement from parents regarding these protocols. Students who are 18 or older will be required to sign an acknowledgement of these protocols.

Each school site will identify a person to be the designated COVID-19 point of contact, which will be communicated to parents prior to the first day of school. This person will be responsible for answering parent questions regarding implementation of COVID-19 protocols.

STEP TWO PROTOCOLS: STUDENTS ON CAMPUS

Step 2 protocols are established based on community monitoring that reveals low levels of community spread of COVID-19. These practices are put in place as part of a general scale-up of operations.

Daily Health Screenings

At home

Inform students and parents that students must not come to school if they exhibit any of the following symptoms:

- fever of 100.4 degrees or higher, or chills;
- shortness of breath or difficulty breathing;
- muscle aches;
- sore throat;
- headache;
- fatigue;
- congestion or runny nose;
- cough;

- vomiting;
- diarrhea; or
- new loss of taste or smell.

Also, inform parents via registration documents, on the school website, and via email reminders that they should screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present. Assure parents that students will have the opportunity to make up work missed due to symptoms of COVID-19.

Note: Schools will not give out attendance awards for the duration of the COVID-19 health crisis.

At school

Upon arrival at school each day, each student will go through a screening check and proceed directly to the student's first period classroom.

A staff member, wearing appropriate PPE, will visually check each student, take temperatures with a non-contact thermometer, and ask the following questions prior to students entering the school:

- Have you been exposed to anyone who has been positively diagnosed with COVID-19?
- Are you currently displaying symptoms, such as a fever or dry cough?
- Have you yourself been diagnosed with COVID-19?
- Have you traveled within the last 30 days to any country or urban center considered high-risk by the Centers for Disease Control?

A "yes" response to any of these questions will require a 14-day quarantine by the student. School will provide virtual classes/support during the quarantine. Any student with visible symptoms of runny nose, cough, shortness of breath, or vomiting, or one who has a fever at or above 100.4 degrees, will be taken to an isolated, safe room. Parents may be contacted for pick-up with the following exceptions:

- If the student has a runny nose and the staff member observes that there are no other symptoms, he/she will contact the parent for students under age 18 to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home. Admin will make decision as to whether or not student can stay in school.
- If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and the staff member observes that there are no other symptoms, he/she will contact the parent for students under age 18 to inquire as to whether the student has had any other symptoms or there have

been any COVID-19 exposures in the home. Admin will make decision as to whether or not student can stay in school.

Enhanced Social Distancing

Basic social distancing practices

All staff members will educate and remind students regularly to maintain at least 6 feet of distance between individuals at all times possible.

Where possible, students will remain with the same groupings and teachers will move from class to class throughout the day. Classrooms will have no more than 8 individuals assigned at any given time during the day, including teachers and instructional aides.

Additional social distancing practices

Students will be assigned to specific attendance schedules, with the remainder of instructional time to be completed through distance learning. Assignments will be given so that students who are attending in-person on assigned days, Monday through Friday, will be provided with distance learning assignments and supports during non-in-person instructional time. Students will be assigned a schedule based on their need for more in-person instructional time. Some students will attend in person on Monday, Wednesday, and Friday, while others will attend on Tuesday and Thursday, depending upon individual learning requirements for achievement. IEP/EL team will determine the student's least restrictive environment.

As students come onto the campus to enter the school building and have their temperatures checked, they will wait outside on markers designated for social distancing of 6'. As students leave, a staff member will inform each class as to when it is their turn to leave the building, therefore maintaining social distancing.

If a parent needs to enter the building, they will need to request a meeting time and be given express permission from the site administrator. Parents must agree to be temperature tested and answer the questions above regarding symptoms before entering the building. Parents will be required to wear face coverings and social distance while in the building.

Classroom layout. Classroom floors will be marked with adhesive tape to indicate where individual desks/workspaces will be located.

Desks will be positioned 6 feet apart, and each student will be assigned his/her own desk. Face coverings will be required for both staff and students.

All desks will be positioned to face the same direction rather than facing each other. Students will not sit together at large tables or be physically grouped together.

Communal spaces. Guidelines for specific communal spaces are given below. Hallways will be marked with adhesive tape to direct students to stay on one side of the hallway for each direction of travel. When possible, certain hallways will be designated one-way.

Bathrooms. Students will be permitted to enter bathrooms one at a time, due to the small size and number of stalls available. Posters will be displayed reminding students of proper handwashing techniques.

Offices. Plexiglas dividers will be installed in all offices since social distancing is not an option.

Hand Washing

Require all students to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:

- upon arrival at school, hand sanitizer will be available.
- after sneezing, coughing, or blowing nose.
- hand sanitizers will be available throughout the building.

Face Covering Policy

Students will be required to wear face coverings at all times until the Arizona Department of Health Services determines coverings are not required. School administrators will then determine if students and staff are safe without this requirement.

Students may bring their own face coverings to and from school as long as they follow school uniform guidelines (black, gray, or white). School will also have a supply of face coverings available to provide students who cannot afford or do not have their own. Students will be provided instructions at the beginning of the school year regarding how to wash face coverings and how often.

Student Belongings/Materials

Student materials/belongings, including pencils, paper, whiteboards, markers, etc., will be kept at individual desks and will be cleaned at the end of each day.

Sharing of school supplies among students will not be permitted. If a school supply or piece of equipment must be shared by students (for instance, a pencil sharpener) a staff member will wipe down the item with disinfectant after each use.

Trips and Activities

Field trips will be canceled. Teachers will use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School-wide assemblies will not be held with students assembled in the same physical location. As an alternative, school-wide assemblies will be held virtually with student groups remaining in their classrooms.

STEP TWO PROTOCOLS: EMPLOYEES

Step two protocols are established based on community monitoring that reveals low levels of community spread of COVID-19. These practices are put in place as part of a general scale-up of operations.

Exposure Assessment and PPE

Prior to allowing employees to report to work, district administration, in conjunction with relevant site supervisors and department supervisors, must assess each work site to determine whether PPE is necessary for specific positions in order to limit the spread of COVID-19. If a position is determined to require PPE, it will be provided to staff at no cost and staff will be trained on its correct use.

Visitors to School

Non-essential visitors and volunteers will not be allowed at school.

Daily Screening

Employees will not be allowed to work onsite if they exhibit any of the following symptoms:

- fever of 100.4 and higher or chills,
- shortness of breath or difficulty breathing,
- muscle aches,
- sore throat,
- headache,
- fatigue,
- congestion or runny nose,
- cough,
- vomiting,
- diarrhea, or

- new loss of taste or smell.

Additionally:

Each employee's temperature will be taken by a designated staff member, wearing appropriate PPE, when employees report to work using a non-contact thermometer.

If an employee's temperature is at or above 100.4, employee will be sent home. Employees are required to self-report any symptoms that develop during the day, and must remain home if they exhibit any of the symptoms identified above while away from school.

Handwashing

Employees will be required to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times, at minimum:

- upon arrival at school;
- before and after lunch;
- after sneezing, coughing, or blowing nose;
- after physical contact with other staff or students; and
- when changing classrooms

Enhanced Social Distancing

Employees are required to maintain a distance of at least 6 feet between individuals at all times, unless this is not physically possible or, for a student's safety, less space is required. If a situation arises that requires a staff member to touch a student or another staff member (for instance, if the student is having a physical emergency, or requires a two-person restraint), staff members will resume social distancing as soon as safely possible, wash their hands, and disinfect any surfaces they touched.

Face Covering Policy

Staff members will be required to wear face coverings during interaction with students or other staff members. If employees cannot wear a face covering for health reasons, they may contact the Pima County ADA coordinator or school administration to request a reasonable accommodation and begin the interactive process. Staff members will be allowed to remove face coverings if the staff member is alone in his/her work area. Note, however, that the face covering must be worn again, and the work area disinfected, before students or other staff arrive.

Pima County janitorial staff will follow the guidelines set out by the Pima County Health Department. Janitorial staff cleans after students and staff have left for the day.

Note: Wearing face coverings does not replace the need to maintain social distancing of at least 6 feet whenever possible.

Cleaning and Disinfecting

Daily cleaning and disinfecting of all frequently touched surfaces in work areas, such as door handles, sink handles, drinking fountains, desks, and learning tools will be done.

Staff will be informed that they are expected to clean and disinfect workspaces when they arrive at work and just before leaving work.

PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

If a person becomes sick with COVID-19 symptoms or reports a positive COVID-19 test, the procedures listed below must be followed:

1. Immediately report the situation to school administration ONLY. Confidentiality must be maintained to the greatest extent possible.
2. If an employee develops COVID-19 symptoms at work, the employee will go home immediately. If the employee is not able to safely self-transport, administration will contact the emergency contact employee has listed or 911.
3. If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, with the exception of one staff member to supervise the student. This staff member will wear PPE or a cloth face covering and maintain a distance of at least 6 feet from the student at all times, unless there is an emergency. Administration will immediately notify a parent or emergency contact to pick up the student, and call 911 if the student appears to be in medical distress.
4. Any areas that were exposed to the symptomatic employee or student will be closed off. Pima County Facilities Management/HAZMAT unit will be notified for cleaning and disinfecting.
5. Administration will determine whether other employees or students may have been exposed to the symptomatic individual within 6 feet and for a prolonged period of time (typically longer than 15 minutes) and notify those individuals (or, in the case of students, their parents) of the potential exposure. Administration will not disclose the name of the individual who has become sick. Administration will require that exposed individuals monitor their health closely, contact their health care provider if possible, and self-quarantine if any symptoms develop.

6. Pima Vocational High School will follow Pima County Health Department recommendations along with the Arizona Department of Health Services Release from Isolation and Quarantine Guidance and Flowchart, both dated 7/27/2020.

[Release from Isolation and Quarantine' Guidance](#)

[Release from Isolation Flow Chart](#)

STEP 3 PROTOCOLS: STUDENTS ON CAMPUS

Introduction

Step 3 protocols are established based on community monitoring that reveals even lower levels of community spread of COVID-19 than in Step 2. Pima County Health Department will provide guidance if and when these lower levels of community spread occur. When Pima County – LEA/Pima Vocational High School progresses to Step 3, the Step 2 protocols should remain in place with the following exceptions:

Social Distancing

Introduction

Social distancing protocols may be relaxed somewhat during Step 3. Staff members will continue to educate and regularly remind students to maintain 6 feet of distance between individuals at all times possible. However, increased social interaction among classes is possible.

Note: Nonessential visitors and volunteers at school will continue to be prohibited.

Trips and Activities

Field trips that can comply with the protocols in this document may be permitted *only* if the area to be visited is at a Step 3 of community mitigation. Teachers will continue to use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School assemblies will continually be held virtually with student groups remaining in their classrooms.

PROCEDURES FOR COVID-19 SYMPTOMS OR A POSITIVE TEST

Step 3 PROCEDURES are the same as listed on page 8 for Step Two.